

**West Virginia University Airplane Reservation Form**

1. General business purpose for trip: MAC Scholarship dinner
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW

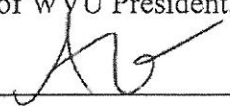
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	4/24/2017	MGW		CRW
2	4/24/2017	CRW		MGW

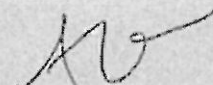
	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel in support of the 2017 Mountaineer Athletic Club Charleston Scholarship Dinner. This fundraiser benefits the WVU student-athlete scholarship fund and helps cover the annual cost of scholarships for more than 475 students.	4
2	Cindi Roth		WVU Foundation President	WVU Foundation		4
3	BJ Davisson		WVU Foundation VP	WVU Foundation		4
4	Shane Lyons		WVU Athletic Director	WVU Athletics/ PO		4
5	Keli Cunningham		WVU Athletics/ Deputy Athletic Director	WVU Athletics		4
6	Steve Uryasz		WVU Athletics, executive senior associate athletic director	WVU Athletics		4
7	Bob Huggins	Leg 2 only	WVU Basketball coach	WVU Athletics		4

5. Lead passenger name / cell number: Gee- on file

6. Ground transportation:  
 No ground transportation required.  
 I prefer to set up my own ground transportation.  
 I prefer to have LJ Aviation set up ground transportation. Details: \_\_\_\_\_

7. Catering:  
 No catering required.  
 Catering is required. Details: \_\_\_\_\_

8. Signature of WVU President, Vice President, Chancellor or designee:  
  Printed: Amy Garbrick Date: 4/21/17

For internal use:	
9. Approved by WVU President's Office: <u></u>	Date sent to LJ Aviation: <u>4/21/17</u>
Printed name: <u>Amy Garbrick</u>	Updated: <u>12/29/2014</u>